Corporate Finance Department
Purchasing Division

449-2026 ADDENDUM 4

PROFESSIONAL CONSULTING SERVICES FOR WORK AND ASSET MANAGEMENT SOFTWARE REQUIREMENTS AND STRATEGY DEVELOPMENT

ISSUED: 2026-09-14
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URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID/PROPOSAL

THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID/PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Addendum 2026-03-10

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.

PART B – BIDDING PROCEDURES

Revise: B2.1 to read: The Submission Deadline is 12:00 noon Winnipeg time, **September 25, 2026.**

NOTE TO PROPONENTS: QUESTIONS AND ANSWERS BELOW DO NOT FORM PART OF THE CONTRACT

QUESTIONS AND ANSWERS

Q1. Availability of Existing Documentation: D4.3.1 requires the Consultant to conduct a comprehensive and detailed current-state assessment covering all systems, tools, and manual processes that materially support WAM-related business functions within PWD. Can the City confirm the nature, level, and currency of existing documentation available on WAM-related systems, processes, and tools and confirm that these will be made available to the Consultant at the outset of the work?

A1: The City will make available to the Consultant, at the outset of the Services or as access is arranged, all existing WAM-related documentation reasonably available to the City, including relevant system, process, procedure, tool, and workflow materials. The City cannot confirm that this documentation is complete, current, or formally maintained.

The Consultant must review the materials provided and conduct interviews and workshops with City subject-matter experts to identify, validate, and document the current state of WAM-related systems, tools, manual processes, workflows, and business practices. The Consultant remains responsible for completing the comprehensive current-state assessment required under D4.3.1.

Q2. Scope and Depth of Enterprise Department Engagement: D4.3.4 requires a structured, high-level enterprise WAM needs assessment across other City departments, while noting that this work is not intended to replicate the detailed PWD assessment. Can the City provide its current expectation regarding the number of non-PWD departments, stakeholder groups, workshops/interviews, or level of effort to be included in the enterprise WAM needs assessment for proposal planning and pricing purposes?

A2: For proposal planning and pricing purposes, the enterprise WAM needs assessment will include the non-PWD departments identified in D3.10. The City anticipates designating one stakeholder group per department, generally comprising approximately one to five participants.

The Consultant should plan for up to two structured engagements with each designated group. These engagements are intended to support a high-level enterprise needs assessment and are not intended to replicate the detailed PWD current-state assessment. Any material expansion to the number of departments, stakeholder groups, or engagements will be subject to the City's written approval.

Q3. Use of Artificial Intelligence: D9.13 require the City's express written permission prior to use of Al to collect, store, use, disclose or analyze City owned or supplied information. Can the City confirm its openness to the Consultant's responsible use of AI in completing the Servies where reasonable and mutually acceptable limitations, protections, and controls are in place?

A3: The City may consider the Consultant's responsible use of AI, subject to the Contract Administrator's prior express written approval under D9.13. Approval will be assessed on a case-by-case basis and may specify the approved AI tool(s), intended use, City information permitted to be processed, security/privacy controls, data location, retention, and deletion requirements.

City information must not be used to train AI models or for any secondary purpose, and must not be retained or disclosed except as expressly approved by the City. The Consultant remains fully responsible for all work, including verifying the accuracy, completeness, confidentiality, and suitability of any AI-assisted output. Deliverables must be subject to meaningful human authorship and professional review; AI-generated content must not be submitted as a deliverable without such review and validation.

Q4. Project Schedule and Completion Date: The RFP identifies the intended contract award date and the required critical stages in D14 and D15, but does not specify an overall project completion date or target dates for the individual stages. Can the City confirm the desired overall project duration and any target completion dates or timing expectations for the critical stages identified in D15?

A4: The City has not established fixed target completion dates for the critical stages in D15 or a fixed overall project completion date. Proponents are required to propose a realistic and efficient project schedule in accordance with D17.1(g)

The City's expectation is that the Services will be completed within a practical timeframe appropriate to the scope and without unnecessary delay. The proposed project plan and schedule will be evaluated in accordance with D17.1(g). The successful Consultant's schedule will be subject to the City's review and approval as part of contract finalization.